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BY-LAWS

OF THE

STATE HOSPITAL FOR THE INSANE,

AT

DANVILLE, PA.

Adopted at a Meeting of the Board of Trustees, held October 10th, 1895.

DANVILLE:
"SUN" PRINTING HOUSE.
1896.

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At a meeting of the Board of Trustees of the State Hospital, held at the Institution on Thursday, October 10th, 1895, there were present: D. M. Boyd, President, Thomas Chalfant, Secretary, of Montour County; B. H. Detwiler, of Lycoming County; Charles S. Miner, of Wayne County; Olin F. Harvey, of Luzerne County; E. W. M. Low, of Columbia County, and W. D. Himelreich, of Union County.

On motion the following revised By-Laws were read and adopted for the future government of the Danville Hospital.

BY-LAWS.

ARTICLE I.

1. The Board of Trustees shall elect one of their number President, who shall continue in office until the next annual meeting after his election, or until his successsor is appointed. When the President is absent from a meeting, the members present shall appoint a President pro tem.

2. They shall elect one of their number Secretary, who shall attend all the meetings of the Board, keep a record of their proceedings, and hold his office until the next annual meeting of the Board.

3. They shall elect a Treasurer, who shall hold his office during the pleasure of the Board; shall give a bond for the faithful performance of his duties, and, whenever required, shall attend the meetings of the Board of Trustees.

4. The Board of Trustees shall hold their annual meeting on the second Thursday of October in each and every year, for the purpose of receiving the annual report of the Superintendent, Treasurer, and Steward; and to receive and adopt the annual report of the Trustees, which shall have been prepared by the President or some member of the Board designated by him. They shall also hold quarterly meetings on the second Thursday of January, April, and July, in each and every year.

5. Special meetings of the Board may be called by the President at his discretion; and he shall also call such meetings whenever three members may make a written request for the same.

6. It shall be the duty of the Secretary to give notice to the members, by mail or otherwise, of all meetings; and if special, to state the business for which they are convened, at such time previous thereto as the President or the members calling the meeting may direct.

7. The Hospital shall be visited by the whole Board at its annual meeting; and by at least a majority of the Board at the quarterly meetings.

ARTICLE II.

Standing Committees.

1. The following standing committees of the Hospital shall be appointed by the President at the annual meeting of the Board of Trustees, each to consist of two members of the Board—except the first named committee which shall include all the members residing in the Borough of Danville:—

1. Executive Committee.
2. Committee on Employes and Salaries.
3. Committee on Farm and Garden.
4. Committee on Buildings and Pleasure Grounds.
5. Committee on Medical Staff.
6. Committee on Supplies.
7. Auditing Committee.

2. The Executive Committee shall be specially intrusted with the duty of looking after all legislation concerning the hospital or involving appropriations for its support; and, when so instructed, shall carry into effect any measure the Board may adopt. In cases of emergency the Committee shall act for the Board, subject to its approval, keeping full minutes of its proceedings.

3. The Committee on Employees and Salaries shall, in connection with the Superintendent, regulate the salaries and hours of duty of all employes.

4. The Committee on Farm and Garden, shall, in connection with the Superintendent, have general charge of the farm and gar-

den belonging to the hospital, and see that they are so managed as to promote the best interests of the institution.

5. THE COMMITTEE ON BUILDINGS AND PLEASURE GROUNDS shall inspect the buildings and pleasure grounds of the hospital at least once a quarter, see that they are in good condition, recommend improvements and repairs, and supervise their execution when ordered by the Board.

6. THE COMMITTEE ON MEDICAL STAFF shall examine and inspect frequently the record of the proceedings of the Medical Board; attend to all requisitions for surgical instruments; and perform such other duties as may from time to time be assigned to it.

7. THE COMMITTEE ON SUPPLIES shall have general supervision of the Steward's and Matron's departments, provide store-rooms, and see that properly qualified officers and assistants are provided to perform the necessary work required to be done in the institution.

8. THE AUDITING COMMITTEE shall audit the accounts of the Treasurer and other officers of the hospital, duly certifying the same.

9. The President shall appoint a MONTHLY VISITING COMMITTEE of two members, who shall visit the Hospital at least once each month. The members of this Committee shall serve from one quarterly meeting to the next, or until their successors are appointed. A record of all visits thus made, together with appropriate suggestions, shall be entered by the Committee in a book to be provided for the purpose; which book shall be presented at each quarterly meeting of the Board, and also be open to the inspection of the members at all times. Any member of the Board of Trustees not a member of this Committee shall have authority to visit with it.

ARTICLE III.

Order of Business.

1. The order of business at the meetings of the Board of

Trustees, except when otherwise ordered, shall be:

1. Reading of the minutes of the previous meeting.
2. Report of the minutes of the Executive Committee.
3. Report of the Treasurer.
4. Report of the Superintendent.
5. Report of the Steward.
6. Report of standing committees.
7. Report of special committees.
8. Communications.
9. Motions and Resolutions.
10. Miscellaneous business.

2. The yeas and nays shall be called and recorded upon all questions involving the appropriation of money, whether by the Board or Executive Committee; and upon all other questions upon the request of one trustee.

3. A majority of the Board of Trustees, or of the Executive Committee, respectfully, shall constitute a quorum for the transaction of business.

ARTICLE IV.

Of the Resident Officers and their Subordinates of the Hospital

1. The Officers of the Hospital shall consist of a Physician-in-chief, who shall be Superintendent; five or more Assistant Physicians, one of whom shall be a female; a Steward; Book-keeper; Druggist; Matron; Supervisors; Farmer; Gardener; Florist; Engineer; Carpenter; Painter; Butcher and Baker; who shall be appointed by the Superintendent, and all of whom shall devote their entire time to the interests of the Institution. All officers and attendants shall be subject to removal by the Board of Trustees whenever, in their judgment, the interests of the Institution require such removal; excepting the Superintendent, whose term of office is fixed by law.

2. The Superintendent, Assistant Physicians, and Steward shall not resign their office without giving at least three months' notice; nor shall any of the other officers resign without giving the Sup-

intendent notice of at least one month, who shall at once give notice to the proper committee.

ARTICLE V.

Of the Duties of the Superintendent.

1. The Superintendent shall be the Chief Executive officer of the Hospital. "He shall appoint and exercise entire control over all the subordinate officers and assistants in the Institution, and shall have entire directions of the duties of the same."

2. He shall, subject to approval by the Board, prepare a code of rules and regulations for the government of those employed in the care of the patients, or on the premises; which code shall be printed, and a copy furnished to each person thus employed.

3. He shall, subject to approval by the Board or its proper committee, have the general superintendence of the buildings, grounds and farm, together with the stock, furniture and fixtures.

4. He shall visit all the patients daily, or learn their condition. He shall have the entire direction of their medical, moral and dietetic treatment; and his instructions respecting them, are to be implicitly obeyed by all persons about the establishment.

5. With reference to the admission of patients to, and their detention in, the Hospital, he shall proceed in accordance with the statute laws of the Commonwealth; particularly complying with that portion contained in Sections 20, 21, 22, 23 and 24 of the Act of Assembly approved the 8th day of May, 1883.

6. Subject to the general instructions and approval of the Board of Trustees or their proper committee, he shall determine what attendants and other assistants are necessary to be employed under the male and under the female supervisors, and their respective places and duties; and shall with the proper committee, arrange with them their rate of monthly wages.

7. At each visit of the Trustees he shall exhibit the records of the Hospital, and at the quarterly meetings shall give a written statement of its condition.

8. At the annual meeting on the second Thursday of October he shall give a full and detailed report of the operations of the Hospital during the year ending on the 30th day of September, preceeding, with tabular statements of the cases treated during the year, and of the condition of the Hospital, with such observations as he may deem useful or interesting.

9. He shall immediately pay over to the Treasurer of the Hospital all moneys which may be advanced for pay patients, or which he may have received or collected, or which may have been received or collected, by persons employed by him, and belonging to the Hospital.

10. He shall keep a register for the use of the Trustees and their visiting committees.

11. Previous to the annual meeting of the Board, he shall cause to be prepared a statement of the stock, furniture, implements and stores on hand, with the estimated value of the same.

ARTICLE VI.

Of the Duties of the Treasurer.

1. The Treasurer shall give bonds in the sum of ten thousand dollars for the faithful performance of the duties of his office, with such securities as shall be satisfactory to the Board of Trustees.

2. He shall collect all moneys due the Institution for board of patients or otherwise; shall receive, hold, and disburse, under the direction of the Trustees, all moneys which may be granted by the Legislature, or obtained from other sources for the use of the Institution; and once in each year, on the second Thursday of October and as much oftener as may be required, he shall exhibit an account of his receipts and expenditures, with all the vouchers therefor, for the examination of the Board. He shall also present a statement of his accounts at each quarterly meeting of the Board.

3. The Treasurer, on paying any bill or order of the Superintendent or Steward, shall take a voucher for such payment and file the same in his office, and shall enter in his book, under the

specific heads of expenditures, all sums paid by him out of the treasury.

4. No order of the Superintendent or Steward shall be paid by the Treasurer, unless accompanied by a bill of particulars, specifying the object of the payment, and countersigned "approved" by the proper committee or Auditing Committee.

ARTICLE VII.

Medical Board.

1. On the adoption of these By-Laws, the Medical staff shall meet and organize into a Board, over which the Superintendent shall preside; and they shall elect one of their number as Secretary who shall keep a record of their proceedings, which shall be open for examination and inspection by the Committee on the Medical staff, or by the Board of Trustees.

2. They shall meet semi-monthly, and discuss such questions as may promote advancement in the care and treatment of patients; and each physician shall submit a written report on the care of patients and conduct of attendants in his department. A special meeting may be called by request of two members.

ARTICLE VIII.

Of the Duties of the Assistant Physicians.

1. The Druggist shall have charge of the dispensary, which he shall see is always kept in proper order, and shall prepare and superintend the administration of the medicine

2. The several Assistant Physicians shall make requisitions upon the Steward for all medical and surgical supplies; which requisitions shall be approved by the Superintendent.

All requisitions for surgical instruments shall be referred to the Committee on Medical staff for approval.

3. The Assistant Physicians shall attend the Physician in his regular morning visits, and shall also visit all the patients each

evening; shall carefully note their condition and visit such as are under treatment as much oftener as may be necessary.

4. They shall see that all the directions of the Physician are faithfully executed, and shall promptly report all cases of neglect or abuse on the part of the attendants.

5. They shall carefully study the characters and peculiarities of the patients; make themselves intimately acquainted with their disorders; exert over them all the moral influence in their power, and direct their exercises and amusements.

6. They shall, at the request of the Superintendent, keep a record of the cases, and perform all other services in the medical department which may be required.

7. In the absence of the Superintendent, each Assistant Physician shall have direction of that department to which he is assigned, but in matters of general concern, the senior Assistant Physician shall represent the Superintendent.

ARTICLE IX.

Of the Duties of the Steward.

1. The Steward shall execute a bond with sufficient sureties to be approved by the Trustees, in the penalty of Three thousand dollars, conditional that he will faithfully discharge the duties of his office, and pay over and account for all moneys belonging to the Hospital which shall come into his hands; which bond shall be executed to the Treasurer of the Hospital and filed in his office.

2. The Steward, under the direction of the Superintendent, the proper committee, or the Trustees, shall make all purchases, including furniture, fuel, stores, implements, and stock for the farm, and all other necessary articles, and shall be responsible for the safe keeping and economical use of the same.

3. He shall keep clear, methodical and exact accounts of all purchases; of all receipts and expenditures of money, and of all charges on account of patients. He shall exhibit all his account books and recent vouchers to the proper committee at their re-

quest, and shall furnish a quarterly abstract of the same both to the Treasurer and Trustees, at the annual and quarterly meetings in each year. Copies of all accounts which become due to the Institution shall be furnished to the Treasurer monthly, and oftener at his request.

4. In all cases of purchase by the Steward he shall require duplicate bills, on one of which he shall endorse an order upon the Treasurer to pay the amount of the bill. and on the other take a receipt for the order on the Treasurer given.

5. No order of the Steward shall be paid by the Treasurer unless it is accompanied with the bill of items for the payment of which the order was given, nor unless the bill or order be countersigned or endorsed "approved" by the proper committee or audited by the Auditing Committee.

6. The Steward shall keep one of the duplicate accounts, with the copy of the order on the Treasurer, in every such case of purchase by him, and make the proper entries, under the appropriate head of expenditure, in his own order, specifying that it is to pay incidental expenses, a sum not exceeding two hundred dollars. The Steward shall keep an accurate account, in detail, of all such expenses paid out of the sums so advanced to him by the Treasurer, and shall settle the same monthly, or oftener if required. Such account shall be examined and approved by the proper committee before it is settled by the Treasurer, and a copy thereof, with vouchers for all sums exceeding one dollar, shall be filed with the treasurer. The Steward shall account for each sum of two hundred dollars, which he shall thus receive, before a further advance shall be made to him as aforesaid.

7. In the name of the Superintendent and by his direction in each case, and not otherwise, the Steward shall hire attendants and assistants and agree with them for their wages; and by like direction he shall dismiss them when unfaithful, negligent, or incompetent and shall keep and settle their accounts.

8. He shall constantly observe the conduct of all persons employed in subordinate stations, see that in all respects they do their

duty, and report to the Superintendent in writing—keeping a copy thereof for the use and information of the Trustees—any instance of negligence, misconduct or abuse that he may observe, or of which he may be informed.

9. Under the general direction of the Superintendent, he shall attend to the business of the farm, stocks, garden grounds, fences, and outbuildings, and see that they are always kept in good order.

ARTICLE X.

Supervisors.

The Supervisors shall keep the accounts of the clothing of the patients when they enter and leave the Hospital, and see that it is properly marked and preserved by their attendants.

ARTICLE XI.

Of the Duties of the Matron.

1. The Matron, under the direction of the Steward, shall have the charge of the domestic concerns of the Institution, frequently inspect every department, and thus assist to secure the neat and orderly arrangement of the whole house, as well as faithfulness in the discharge of duty of all persons engaged in subordinate trusts.

2. She shall have the general oversight and direction of the domestics, and shall superintend and direct the cooking and distribution of food, and in conjunction with the Steward, shall see that the supply is abundant, varied, well cooked and neatly served in all the dining rooms of the Institution.

ARTICLE XII.

Supervision and Attendance on Patients.

1. The Superintendent shall be authorized to employ one male and one female teacher who are musicians for the instruction of the patients, and two or more attendants for each ward in the Institution.

2. He shall employ one watchman or more, who shall see to the general safety of the building from fire, and shall, during the night, regularly pass through all parts of the building not occupied by females. And one watchwoman or more, who shall during the same period, have charge of all parts of the house occupied by females.

3. The watchman and watchwoman shall commence their duties before the attendants retire at night, and shall not leave the wards until after the attendants assume the charge of them in the morning.

4. All persons employed shall faithfully obey the rules prepared by the Superintendent.

ARTICLE XIII.

Of the Duties of the Farmer.

1. He shall under the direction of the Steward have the general management of the farm, farm stock, farm implements, grounds, fences and out-buildings, and see that they are always kept in good order and repair. He shall also, under the same direction, have power to employ and discharge farm employes by consent of the Steward. He shall make requisition upon the Steward for all supplies and make monthly reports to him of all materials in his possession.

ARTICLE XIV.

Of the Duties of the Gardener.

He shall under the Steward have the general management of the garden and lawn and look after the help employed in and about the same, and report to the Steward concerning all vegetables raised.

ARTICLE XV.

General Rules.

1. No intoxicating drinks of any kind shall be used by any one

in the establishment, unless upon the medical prescription of the Superintendent or attending Assistant Physician; and no one shall be employed who is known to use them either at home or abroad. Nor shall there be any smoking of tobacco in or about the wards or out-buildings.

2. No non-resident shall remain in the Institution at night without the knowledge of the Superintendent.

ARTICLE XVI.

Visitors.

1. Strangers and others may be permitted to visit such parts of the Institution as are not occupied by patients, on any day except Sunday. General visitors and friends of patients may be admitted between the hours of ten and twelve a. m. and two and four p. m., within the wards occupied by patients, with the express permission of the Superintendent or assistant physicians, and in conformity to the existing Rules and Regulations of the Committee on Lunacy, especial care being taken that no amount of visiting is permitted in the wards that might prove injurious to the patients.